

ABA Standing Committee on Paralegals Approval Commission

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Hector M. Fernandez, Director
Paralegal Studies Program
La Guardia Community College CUNY
31-10 Thomson Avenue, Room E 223
Long Island City, NY 11101

Dear Mr. Fernandez:

At its Midyear Meeting in February 2013, the American Bar Association House of Delegates granted reapproval to the Paralegal Studies Program at La Guardia Community College. Congratulations!

As you may know, the term of approval is for a period of seven years, beginning August 2012 and ending August 2019. The application of the program for reapproval, including a self-evaluation report, supporting documents, and fees, must be filed by **November 15, 2018**.

During the approval period, the program is required to submit an Interim Report during the third year of the program's approval. The Interim Report will be due on **August 15, 2015**. Complete instructions for preparing this report and the standardized forms are found on our web site:

<http://www.abanet.org/legalservices/paralegals/forms.html>

In addition to meeting the reporting requirements and remaining in compliance, approved programs must pay an annual fee, which will be billed in February and is due by May 1 each year. Current information about the fee schedule is available on our website.

Should any major changes be made to your program between reports, please report such changes to the ABA in writing. Please inform us of any change in personnel holding the position of program coordinator. In G-104.M of the ABA Guidelines for the Approval of Paralegal Education Programs, the major changes that must be reported are detailed, and the reporting forms are posted on our web site. Also, please note G-501.A, which outlines the restrictions on advertising ABA approval and references to ABA approval in program literature. As required, please use the words "approval" or "approved" in describing your status; please refrain from using the ABA logo and from citing the language of the site team report in advertisements, brochures and other promotional literature.

Once again, congratulations on your ABA approval. If you find that you have any questions, please do not hesitate to call me.

Yours truly,



Mattie F. Evans, Approval Process Manager